

MADISON LIBRARY
BOARD OF TRUSTEES MEETING
MARCH 19, 2014, 3:30 PM
CHICK ROOM, MADISON LIBRARY
DRAFT MINUTES

ATTENDANCE: Peter Stevens, Chairperson; John Filson*, Angela Johnson, Cheryl Littlefield, Mary O'Neill, Mary Cronin, Library Director

*Members who were out of state and unable to be physically present participated by WebEx.

ABSENT: Susan Bailey, Sandra Carr, Bruce Kennedy, Tom Reinfuss

CALL TO ORDER: Chair Peter Stevens called the meeting to order at 3:35 PM. There was a discussion about changing the schedule of future meetings to begin at 7:00 PM in order to be more accommodating to board members. Motion by Mary O'Neil to have meetings begin at 7:00 PM on a trial basis beginning with the April meeting, seconded by Cheryl Littlefield. The motion passed 5-0.

APPROVAL OF MINUTES: Trustees Meeting, February 19, 2014: Motion by Cheryl Littlefield to approve the minutes of 2-19, seconded by Angela Johnson. The motion passed 4-1 with one abstention.

REPORT OF THE TREASURER: Treasurer Angela Johnson summarized the report which was in the board packet: On the Statement of Financial Position, current assets at Northway Bank total \$2,396.97; the Wells Fargo Investment account is at \$14,843.94, with market fluctuation increase of \$453; we received dividends of \$66, including \$35 from Paychex, \$11 from Abbott, and \$20 from Abvie; cash on hand is \$608.24. She said the Jackson Annuity received our request for funds on 2-28 and we should be getting a check for \$6,918.14 in the next week or so. She said Mary Cronin found old notes from 2004 when that endowment was purchased, but so far no other records have been found on that bequest. She said the principal should be reinvested but the interest of approximately \$1,500 can be spent on books. She added that we need to get a group together to determine how to reinvest the funds and to look at the investment policy; she said she has to report to the Attorney General's office and send the investment policy which hasn't been looked at since November of 2010. Angela said the Trustees of the Trust Funds have three small accounts for us and although they should be sending checks annually, the amount is so small they probably aren't going to bother. Angela said the budget drawdown from the town is at 22.19%; we have used up ILS support and we are close to the end of subscriptions. She said we haven't spent too much year to date. Peter Stevens said we will form the investment committee at the next meeting and he will be looking for volunteers. Cheryl Littlefield said she would join. Peter Stevens said Hersh Sosnoff would be willing to come and speak to the committee about investments. John Filson said we should list under liabilities the \$3,000 the trustees have committed to the library coming out of the Wells Fargo account. Motion by Cheryl Littlefield to accept the Treasurer's Report, seconded by John Filson. The motion passed 5-0 and the report was accepted and filed for audit.

LIBRARY DIRECTOR'S REPORT: Library Director Mary Cronin discussed her report which was in the board packet: She will be taking four webinars on improving library technology; she would like to have the library participate in an online survey regarding library technology, a national program funded by the Gates Foundation. She said this survey includes demographic information. Peter Stevens said he thought this was in keeping with the strategic plan approach. Mary O'Neil asked how you get people to realize you're doing a survey. Mary Cronin said it would be on the public computers and would be promoted in the Conway Daily Sun, as well as in a link sent to the school to go out in their newsletter, as well as sending people home from the library with a link – the more publicity the better. Mary said she is working with Mike Lane from Madison Rec in planning summer programs for children. Mary said we will be adding access to IndieFlix soon and we have public performance rights to show the movies once; she said we could have something like an independent film festival. Regarding the building, she said someone with a pressure washer is willing to wash the front of the building when the snow is gone; the entrance door hinge was not working properly and had to be replaced; two broken windows had to be replaced; and there is plumbing work to be done. Mary said she has a grant application ready to go for the Goldberg Foundation for the renovation project; she said we just need to nail down what we're going to ask for. Peter Stevens said we need volunteers for a building committee and we need to follow through on the

building inspection. This was discussed. Peter said we need to register for the May 19 NHLTA meeting in Concord and we will do that next month.

GALLERY: Artwork by Madison Elementary School students is up till the end of April.

FRIENDS OF THE LIBRARY: The Friends made \$211 from the bake sale at the town meeting.

OLD BUSINESS:

Planning for Strategic Plan – update on forming Strategic Planning Committee: Letters went out on Monday inviting people for the planning committee.

Angela Johnson asked if we should be checking to make sure we are covered by an assuery bond as trustees. She said she will check with the town.

NEW BUSINESS:

Town Meeting Wrap Up: The library warrant article was approved.

Interior Renovation Project – plans to move forward: already discussed.

OTHER BUSINESS: None.

ADJOURN: Motion by Cheryl Littlefield to adjourn, seconded by Angela Johnson. The motion passed 5-0 and the meeting adjourned at 4:30 PM.

Next Meeting: April 16, 2014 at the new time of 7:00 PM.

NNHLC Annual Meeting April 7 at 12 noon – note, this is a correction from the previously stated meeting time of 10:00 AM.

Town of Madison, Board of Library Trustees Meeting for March 19, 2014.

Respectfully submitted,

Patricia Ambrose
Recording Secretary

Draft Minutes e-mailed to the Trustees, Town Clerk, and Library Director on March 20, 2014.